
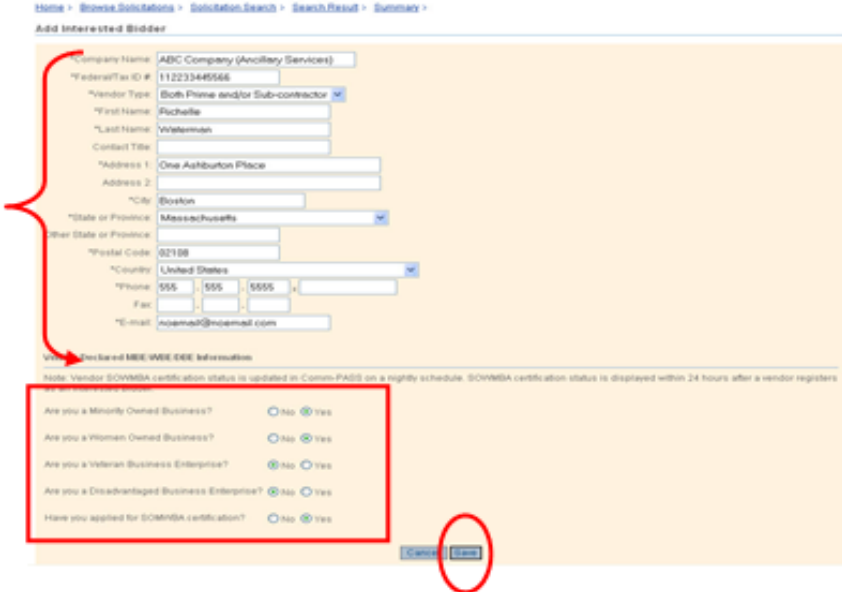



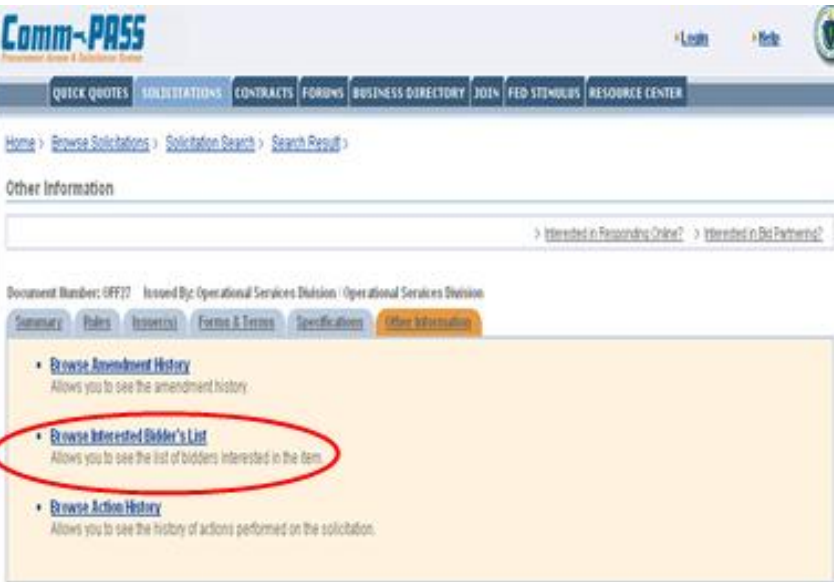


Job Aid: How to List Yourself as an Interested Bidder

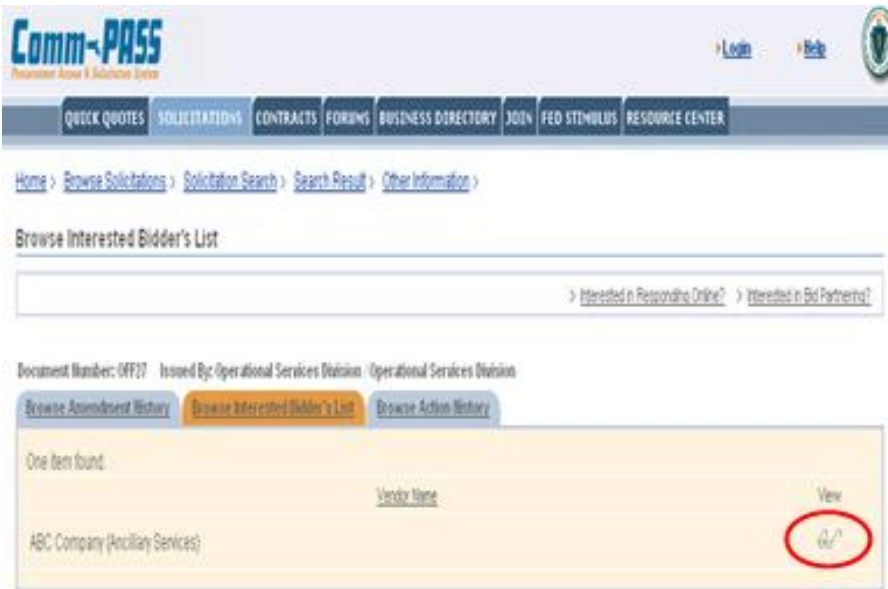
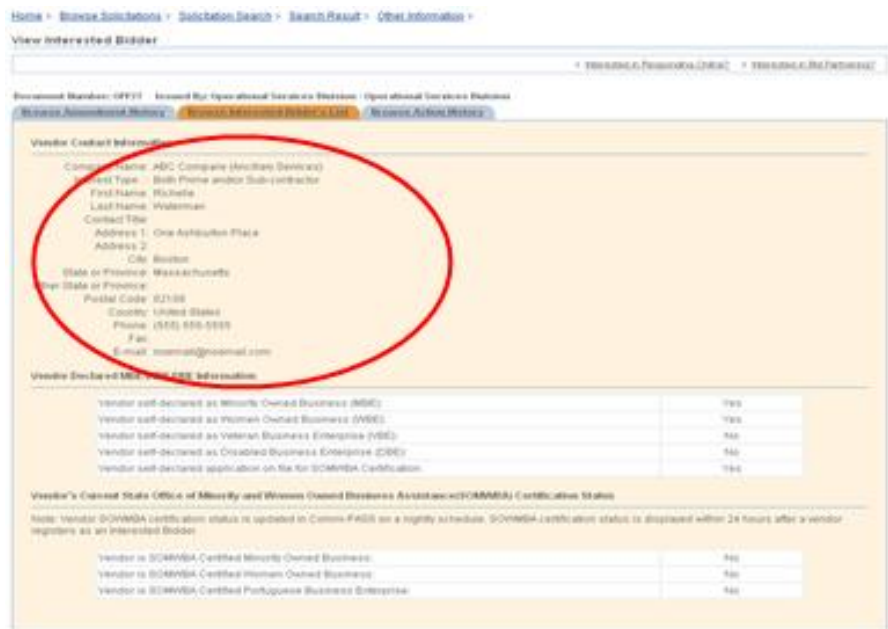
Please Note: You do not have to be logged in to perform this task. This Job Aid assumes that you have found a Solicitation you are interested in.

Step	Screenshot	Directions
1		<p>When you have found a solicitation you are interested in responding to or if you are seeking a bidding partner, you may browse the list of interested bidders. You can identify yourself as being interested in responding as the Prime Vendor, Sub-Contractor, or both.</p> <p>Select the Interested in Bid Partnering link in the top right hand corner of the record.</p>
2		<p>Complete the required fields (if you have a SmartBid Account, your vendor profile details will automatically populate in the required fields).</p> <p>Declare your MBE/WBE/DBE information by using the Yes or No Indicator.</p> <p>Note – Supplier Diversity (SDO) Certification is updated in Comm-PASS on a nightly schedule. SDO certification status is displayed within 24 hours after a vendor registers as an Interested Bidder.</p> <p>Select Save</p>

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Step	Screenshot	Directions
3		<p>Your company has now been successfully added.</p> <p>Select the Return to Solicitation Main Menu</p>
4		<p>Select the Browse Interested Bidder's List to see your company added</p>

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Step	Screenshot	Directions
5		<p>Select the Eyeglass icon to view the listed details of your company.</p>
6		<p>Verify the details listed. If you find an error, you may Select the Interested in Bid Partnering link again and be sure to add Corrected Listing after the company name.</p> <p>Once you have listed yourself as being Interested in Partnering, use the Eyeglass icon to view others Interested in Bid Partnering. You can use the contact information to contact other Interested Bidders to discuss partnering opportunities as a Prime Vendor, Sub-Contractor, or both.</p>